Wisconsin Commodity Internet Ordering System

- SFSP commodity program participants will be using the "Wisconsin Commodity Internet Ordering System" to order and receive USDA commodities.

- USDA commodity entitlement for the SFSP is figured based on the number of meals served in the prior summer. A significant increase or decrease in the amount of meals estimated to be served during the current summer operations will also be considered when determining entitlement dollars. If you are a new SFSP, your estimate for the current year will be considered.

The following outlines the basic procedures for receiving commodities for SFSP:

1. If your agency participated in the SFSP commodity program last year, you will be able to enter contact and delivery information in the "Wisconsin Commodity Internet Ordering System" at the same time that you submit your SFSP Application Agreement. Existing SFSP commodity agencies will be able to submit contact and delivery information in the "Wisconsin Commodity Internet Ordering System" after February 28, 2009. This must be done by **April 10, 2009** in order to be eligible to receive commodities. If your agency is **new** to the SFSP commodity program, you **will not** be able to access the "Wisconsin Commodity Internet Ordering System" until after you SFSP application Agreement has been submitted and processed.

2. Eligible sponsors electing to order commodities must be sure to indicate this on the SFSP Application-Agreement and indicate what delivery method (delivery versus pick-up) is desired. The Application-Agreement must be completed by **April 14, 2009** in order to be eligible to receive commodities.

3. After DPI receives your agency's Application-Agreement, your entitlement dollars will be figured.

4. Towards the end of April 2009, eligible agencies will receive an instruction packet on placing the commodity order. The information packet will include detailed internet instructions for placing the annual commodity order. Instructions on pick-up or delivery will also be provided at that time.

5. The last week of April 2009, eligible **new** SFSP agencies will also need to complete contact and delivery information in the "Wisconsin Commodity Internet Ordering System." This must be done prior to placing the commodity order.

6. Paper copies of the commodity orders **will no longer be mailed out**. Eligible agencies will be responsible for accessing the Commodity Internet System to both place the commodity order and print out a copy of the commodity order once processed. Reminder: Since the SFSP commodity delivery will be received in June 2009, all commodity activity will be accessible under Program Year 2009 in the Commodity Internet System.

7. In order to receive the one time June 2009 commodity order, agencies must access the Commodity Internet system from May 3, 2009 – May 10, 2009 and place the commodity order.

8. When placing the commodity order, review the offer carefully and order only those commodities that you will be able to use up during the summer months—commodities must be transferred to an eligible agency at the end of the summer.

The following timeline lists important deadlines to follow:

February 28 – April 10, 2009	Existing SFSP agencies enter contact and delivery information in Commodity Internet System
April 14, 2009	SFSP Application Agreement must be completed.
End of April 2009	Instruction packet will be mailed to all eligible agencies.
Last week of April 2009	New SFSP agencies enter contact and delivery information into Commodity Internet System.
May 3 – May 10, 2009	Place the commodity order via the internet.
After May 15, 2009	Print a copy of the commodity order from the Commodity Internet System.